Alaska Child Nutrition Programs
Summer Food Service Program Training 2017

Overview

Part 1

- Program Eligibility
- Program Comparison: SFSP/NSLP/SSO
- Outreach & Best Practices
- Food Safety
- Applications & CNP Web
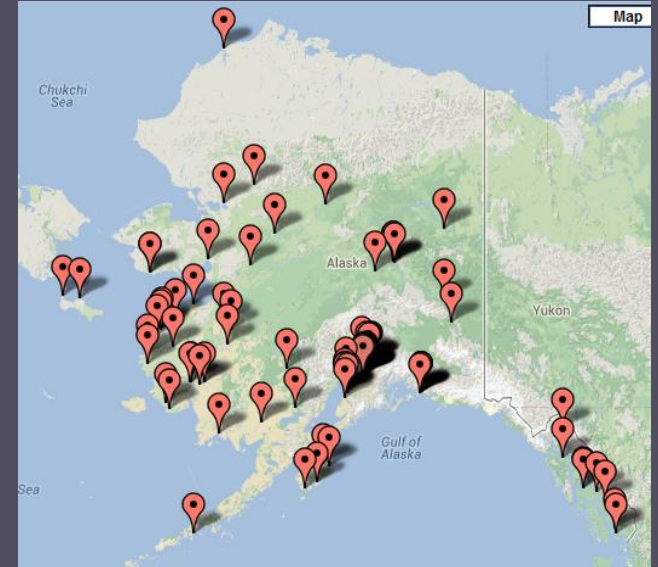- Program Payments
- Budget
- Procurement

Part 2

- Staff Training
- Site Monitoring
- Recordkeeping
- Administrative Reviews
- Meals Service
- Meal Pattern Requirements
- Resources

SFSP in Alaska

Summer 2016:

- 303,413 meals served
- 4,688 average daily participation
- 17% decrease from 2015
- 32 sponsors and 181 sites
- 6 new sponsors!

Looking ahead:

- **50,194** children participated in NSLP on average in school year 2015-2016
- Only 1 out of 11 (9%) children that participate in NSLP participated in SFSP in 2016

What is the SFSP?

- Federally-funded program administered through State agencies

- Provides free, nutritious meals to low-income children 18 years old and younger when school is not in session

- Created as an amendment to the Richard B Russell National School Lunch Act in 1968

- Healthy, Hunger-Free Kids Act of 2010

USDA Regulations, Guidance & Instructions

- Legislation: Richard B. Russell National School Lunch Act & Healthy, Hunger Free Kids Act of 2010

- Regulations: Code of Federal Regulation (CFR), Chapter II, Part 225: http://www.fns.usda.gov/sites/default/files/CFR225.pdf

- Food and Nutrition Services (FNS) Instructions: http://www.eed.state.ak.us/tls/cnp/cacfp6.html

- USDA Policy Memos (also sent out regularly with SFSP Bulletins): http://www.fns.usda.gov/sfsp/policy

How Does the SFSP Work?

State Agencies	• Recruit sponsors • Provide training and technical assistance • Process claims for reimbursement • Conduct administrative reviews
Sponsors	• Recruit Sites • Train & Monitor sites • Submit claims for reimbursement • Outreach to children
Sites	• Feed and supervise kids • Provide activities • Outreach to children

Participant Eligibility

Children age 18 and under may receive meals through SFSP; or a person who has a mental or physical disability

7CFR225.2

Sponsor Eligibility

- Public or private non-profit organization including:
  - Schools
  - Residential camps
  - Public housing developments
  - Units of government
  - Upward Bound Programs
  - Tribal organizations

- **Must be able to provide documentation of tax exempt status (churches are exempt from this requirement)**

Sponsor Responsibilities

Sponsors must:
- Demonstrate financial and administrative capability
- Serve low-income children
- Conduct a nonprofit food service
- Provide year-round services in the community served
- Exercise management control over sites
  - Complete all monitoring requirements and train staff annually
  - Maintain records to justify meal counts, income, expenses, etc.
- Meet meal pattern requirements
- File claims for reimbursement within allowed time frame

Site Types & Eligibility

There are 6 different types of SFSP sites:

1. Open Sites
2. Restricted Open Sites
3. Enrolled Sites
4. Camp Sites
5. Alaska Native Sites
6. Migrant Sites

Documenting Eligibility – Open Sites

Area Eligibility – Good for 5 Years
- 50% F/R School Meals Eligibility
  - Alternative schools not eligible unless using census data
  - Use State Agency F/R list (for regular and CEP schools)
  - Submit school boundary back-up documentation with F/R list
- Census Data
  - USDA Capacity Builder
  - May combine census block groups or CBGs to equal 50%

Alaska Native & Migrant Eligibility
- Certification from Tribal Authority
- School District Migrant Ed. Certification
- Use EED template letter
- 50% F/R School meals eligibility
- Submit every year

Other Approve Eligibility Sources
- Housing Authorities
- Workforce Investment Act

Restricted Open Sites
- Same eligibility options as open sites
- Only for capacity, staffing limitations

Documenting Eligibility

Closed Enrolled Sites:

- Area Eligibility
- Income Eligibility Applications
- List of F/R eligible students from school district
- *At least 50% of the enrolled children must be F/R eligible*

Camps:

- Income Eligibility Applications or Equivalent (e.g. National Youth Sports Programs, Upward Bound Programs)

Automatic/Categorical Eligibility:

- Children receiving other Federal Assistance: SNAP, FDPIR, TANF
- Foster children and children experiencing homelessness
- Children enrolled in Head Start services

Reimbursable Meals

Reimbursed for up to 3 meals per day:

1. Camps

2. Alaska Native

3. Migrant Site

Reimbursed for up to 2 meals a day:

1. Open Sites

2. Restricted Open Sites

3. Enrolled Sites

Trivia Break: True or False?

1. IEFs are the only way to document enrolled site participants' F/R eligibility.

2. Area eligibility (census and free and reduced-price data) is good for 5 years.

3. Camp sites are the only sites allowed to serve up to 3 meals/day.

4. A site can be determined eligible as an open site by combining up to 3 CBGs as long as the total aggregate F/R eligibility is 50% or greater.

3 Options for School Sponsors

1. National School Lunch Program for Summer School (NSLP)

2. Seamless Summer Option (SSO)

3. Summer Food Service Program (SFSP)

NSLP/SBP

- For sites serving summer school students only

- Follow all NSLP and SBP meal patterns, regulations and monitoring requirements

- Receives same reimbursements as the regular NSLP/SBP rates

- SFSP annual training & application not required

Seamless Summer Option (SSO)

- For schools wishing to utilize open, enrolled, camps, migrant and Alaskan Native site type options

- Summer school does not count as an enrolled site

- May sponsor non-school sites

- Must follow all NSLP meal patterns, regulations and monitoring requirements

- SFSP annual application/training is not required

- Same reimbursement rates as NSLP/SBP

Summer Food Service Program (SFSP)

- Utilize one of the 6 site types depending on eligibility (open, restricted-open, enrolled, camps, Alaskan Native and migrant)
- May sponsor non-school sites
- Follow all SFSP meal patterns, monitoring requirements and regulations (option to follow NSLP)
- SFSP annual training and application required
- Sponsors receive the SFSP meal reimbursement rates (higher than NSLP/SBP)

Site Selection

When selecting sites please consider the following factors:

- Administrative & operating capability
- Location
- Staffing
- Meal service facilities
- Site activities
- Serving capacity

Site Restrictions

- The same meals cannot be approved in close proximity of each other
  - For example: 2 sites across the street from each other serving the same meal
- Multiple sponsors may **not** serve the same site if it increases the total allowable meals served (Memo SFSP09-2014)
- # of Reimbursable Meals
  - 2 meals or snacks for Open, Restricted and Enrolled sites
  - 3 meals or snacks for Alaskan Native, Migrant or Camps sites

Site Caps (USDA Policy Memo SFSP16-2015)

Meal Service		(A)	(B)	(C)	(D)	(E)	(F)	(G)
Meal Preparation S = Prepare on-site, SD = Sponsor prepare and deliver, V = Vended/FSMC		Offer vs Serve	Shift	Begin Time	End Time	ADP (Anticipated Daily Participation)	Est. # Eligibles (Camps Only)	CAP
(51) Breakfast	▼	☐	▼	▼	▼			
	----Select Vendor or FSMC if vended meal---- ▼							
(52) AM Snack	▼	☐	▼	▼	▼			
	----Select Vendor or FSMC if vended meal---- ▼							
(53) Lunch	SD ▼	☐	No ▼	12:00 PM ▼	02:00 PM ▼	55		75
	----Select Vendor or FSMC if vended meal---- ▼							
(54) PM Snack	▼	☐	▼	▼	▼			

- Site caps for self-prep sites should be based on the capacity of the site to prepare and distribute meals
- Site caps for vended sites should be based on either historical records of attendance, or if no history, estimated ADA + 20%

Outreach & Best Practices

Sponsor Outreach:

- Send out informational flyers, to schools, families, and children's summer activity hubs
- Request banners, brochures and bookmarks from State Agency
- Host a kickoff event such as a BBQ or Family Fun Night

Resources for Families:

Alaska 211 website: www.alaska211.org

USDA Summer Meal Site Finder: http://www.fns.usda.gov/summerfoodrocks

No Kid Hungry Site Finder: Text "FOOD" to 877-877

Outreach & Best Practices

USDA Summer Meals Toolkit:
- http://www.fns.usda.gov/sfsp/summer-meals-toolkit/

Share our Strength (SOS) Nutrition Program Sponsor Center:
- http://bestpractices.nokidhungry.org/free-summer-meals-kids

Food Research and Action Center (FRAC):
- http://frac.org/federal-foodnutrition-programs/summer-programs/

Webinars/Training by USDA, FRAC & SOS

Summer Sunshine and Turnip the Beet Awards
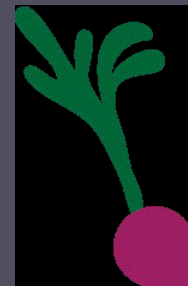
Best Practices - Site Activities

Activities

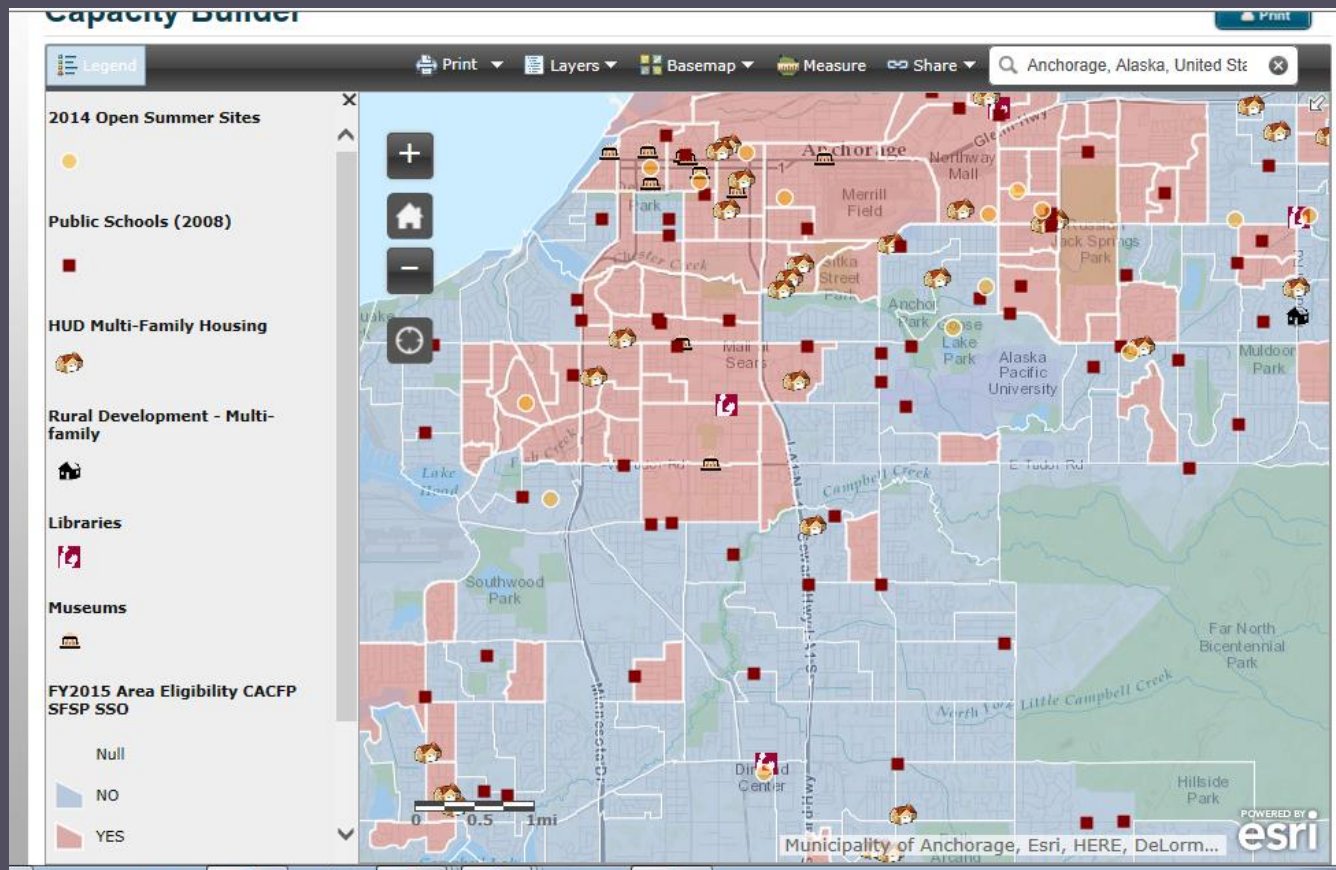Monday: Math Skills

Tuesday: Book Club

Wednesday: Math Skills

Thursday: Arts and Crafts

Friday: Games

Best Practices – USDA Capacity Builder
http://www.fns.usda.gov/capacitybuilder

Best Practices – Mobile Meals

- Sponsor delivers meals to an area using a route with a series of stops at approved sites in the community
- May provide flexibility for sponsors that need to reach children who do not have access to traditional sites
  - In rural areas where children may live in isolated locations
  - In urban areas where there may be safety concerns such as traffic, physical barriers or violence
  - SOS Playbook for Mobile Meals: http://bestpractices.nokidhungry.org/summer-meals/mobile-meals-playbook

Pre-Operational & Food Safety Requirements

- Sponsors must notify the DEC or Municipality of Anchorage (MOA) in writing of all prospective sites

- All food workers should obtain a Food Worker Card

- AK DEC regulations require all food establishments to have at least one Certified Food Protection Manager (CFPM) on staff

- Sponsors must visit all new sites and any sites that had operational problems in the previous year prior to approval

  - *If you are unsure what your program needs, contact DEC or MUNI*

    - DEC - http://dec.alaska.gov/eh/fss/index.htm

    - Muni - http://www.muni.org/pages/default.aspx

  - ***If you serve pre-packaged meals Food Worker Cards and/or CFPM is not required***

Trivia Break – True or False?

1. Seamless Summer Option (SSO) is available to schools only.

2. Summer school is one example of a closed-enrolled site.

3. SFAs can use the NSLP or SFSP meal pattern if they are participating in SFSP.

4. Activities are not required, but highly encouraged to increase participation and compliance with the congregate feeding requirement.

Applications

Complete online application and supporting forms due to Child Nutrition Programs by **June 15ᵗʰ or at least 30 days prior to first day of service.**

Sponsors requesting advance payments must submit complete applications by **April 15ᵗʰ.**

Applying for SFSP

There are two parts to the application process:

1. Online application which can be found on the CNP Web, includes:

   Sponsor Information Sheet

   Site Information Sheet(s)

   Budget (not applicable for schools)

2. Paper application documents are downloadable from the 'packet tab' in the online application (CNP web)

A complete paper and online application are needed for program approval.

Application

NEW & RETURNING SPONSORS

CNP Web online application completed annually
- Sponsor Information Sheet
- Site Information Sheet (one for each site)
- Budget (not applicable for schools)
- Paper versions of these forms will be sent to new sponsors

On and Offline Application Documents

1. Returning Sponsors:
   - Log in to CNP web
   - https://cnsonline.alaska.gov/cnpweb

2. New Sponsors:
   - Paper Application must be completed prior to adding organization to CNP web
   - Education Program Assistant will send all required docs

CNP Web

Application

NEW & RETURNING SPONSORS

Paper Application Forms
- Public Release and Policy on Free Meals
- Site Eligibility Documentation (one for each site)
- DEC/MOA Notification Letter (send copy to State Agency)
- Sponsor/Site Agreement (one for each unaffiliated site) - UPDATED
- School Acknowledgement (for sites operating in schools)
- Site Application for New Sites

Application

ADDITIONAL REQUIREMENTS FOR NEW SPONSORS:

Permanent Agreement with State of Alaska

Documentation of tax-exempt status
(churches are exempt from this requirement)

CNP Web User Authorization Request
do not share account information, each person must have their own login ID and password

New Vendor Questionnaire

Direct Deposit Information or "I-9"

Sponsor Application

- Responsible parties
- Training information
- FSMC/Vendor Information
- Advance request
- Audit requirements
- Institution Principals
  - First & last name, date of birth and personal address
  - New section in Sponsor Information Sheet, lines 98-106
- DUNS number

Site Application

Each site must be approved by the State Agency prior to it's first day of operation.

- Sites may be added anytime during the program year.

- Once a complete site application packet is approved, it will be added to the CNP Web as one of your sites.

State Agency has 30 days to approve all applications

Site Information Summary

Site Information Sheet(s) must include:
- Name of site
- Location of site
- Site type
- Meal times
- Site cap
- Estimated average daily participation (ADP)
- Operation dates (start and end dates)
- Training dates
- Proposed monitoring schedule

Sponsors must complete a Site Information Sheet for each site they intend to operate

Public Release & Policy on Free Meals

Open, Alaska Native and Migrant Public Release & Policy on Free Meals:

- Submitted to various media outlets in the area served by the sponsor after SA approval
- Publicizes availability of free meals
- Explains same meal will be served to all children regardless of reimbursement rate, and without discrimination
- List media outlets and dates release sent

Public Release & Policy on Free Meals

Camps and Enrolled sites Public Release & Policy on Free Meals includes:

- Availability of free meals, non-discrimination statement, and complaint procedures for Civil Rights violations
- Publicizes availability of free meals
- Same meals served to all children regardless of reimbursement status and without discrimination.
- Camps that charge separately for meals must explain:
  - Camp uses Alaska eligibility standards
  - Accepts income eligibility forms from SNAP or TANF
- List media outlets and dates release sent

Training Agenda & Sign-In

- All administrative, site and monitor staff must be trained

- Agenda and sign-in should be clearly documented and maintained in yearly file

- Training may be tailored to staff duties

- **Submit training dates in sponsor information sheet**

- **Agenda/sign-in template downloadable from CNP web**

- Training verified on review

Site Eligibility Documentation

Sponsors are responsible for determining and documenting the eligibility of the sites you are operating.

- Each site type may require different eligibility documentation

- Resources:
  - EED template letter for AK Native/Migrant sites
  - AK NSLP Free and Reduced Price Eligibility Report
  - USDA Capacity Builder
  - FRAC Summer Food Mapper
  - SOS Area Eligibility Mapper

Health Department Notification Letter

- EED template
- Send to your district/local area contact, submit copy to EED
- Anchorage – Municipality of Anchorage

- All other areas – Dept. of Environmental Conservation

Sponsor/Site Agreement

- Sponsors of sites not affiliated under the organization's "umbrella"

- Must be signed prior to service

- Submit copy to EED with application

- New language including transfer policy and timeframe for transfer or termination of site agreement from one sponsor to another

School Acknowledgement Form

- For sponsors of sites operated in schools
- Must be signed by fiscally responsible authority of school district

DUNS/Sam.gov Registration

DUNS number is required for all programs

Sam.gov registration is required for all programs receiving $25,000 or more in federal funds

We cannot approve sponsors without current sam.gov and DUNS # registration

Instructions available from EED

Application

NEW & RETURNING SPONSORS

Additional Application Documents (if app.)
- Waiver for Unitized Meals (sponsors with FSMCs)
- Agreement between Sponsor and School to Furnish Food
- Food Service Management Contract
- School Acknowledgement Form
- Site Application for Unaffiliated Sites

Pre-Risk Assessment

- Uniform Grant Guidance Requirement 7 CFR 200.328-231

- Assess sponsor risk of noncompliance with SFSP regulations, policy and guidance

- Determines if pre-award conditions or additional monitoring necessary for program participation

- 5 scoring areas total, 2 pass/fail

- May prompt additional review and/or technical assistance, withholding of reimbursement, additional prior approvals, etc.

Pre-Risk Assessment

Score based on these considerations:
1. Claims, application and other paperwork submission, timely and thorough
2. Staff/administration turnover
3. Attendance at State Agency Training
4. Review findings/compliance and corrective action
5. Sam.Gov registration and 501 (c)(3) status MUST be current

Additionally, sponsors must ensure
- all records and financial statements be made available
- sub-contractors are not suspended or debarred from receiving federal monies

Trivia Break

1. Programs cannot be approved without:
    a) DUNS number
    b) Sam.Gov Registration
    c) IRS/501 C # documentation (if applicable)
    d) All of the above

2. True or false? Public releases are only required for "open" sites.

3. True or false? Site agreement forms are required for sites that are not legal entities of the sponsoring organization.

Program Payments

- 2017 SFSP Reimbursement Rates
- Advance Payments
- Sponsor Budget
- Claims for reimbursement
- Procurement

Summer Food Service Program Alaska Reimbursement Rates

(Effective January 1, 2017 through December 31, 2017)

Each eligible meal served at a ***Rural Site or Self-Prep Urban site** is reimbursed at the following rates:

	Operating Costs +	Administrative = Costs	Total Reimb.
Breakfast	$3.22	$.3200	$3.5400
Lunch or Supper	$5.62	$.5875	$6.2075
Supplement	$1.31	$.1600	$1.4700

Each eligible meal served at an **Urban Vended site** is reimbursed at the following rates:

	Operating Costs +	Administrative = Costs	Total Reimb.
Breakfast	$3.22	$.2525	$3.4725
Lunch or Supper	$5.62	$.4875	$6.1075
Supplement	$1.31	$.1275	$1.4375

*Urban areas: Anchorage and Fairbanks (and surrounding), all other areas are considered rural

Urban: Anchorage and Fairbanks
(and surrounding areas)

Advance Payments

Sponsors may request advance payments for their total program costs, for their operating costs, or for their administrative costs.

- Request advance payments on Sponsor Info Sheet in the CNP Web
- Advance payments are reconciled from the claim month that the advance was requested. Additional advances cannot be issued until the prior advance has been reconciled with a claim.

<u>Advance Payment Requests are due by</u>:

April 15th with complete application

Budget

The budget is part of the application process online. It must capture all estimated administrative and operating expenses within planned reimbursement

Administrative costs include planning, organizing and administering the program

Operational costs include the cost of food used, nonfood supplies, preparing, serving and clean up of meals and meal service area.

Please see "Assessing Costs in the Summer Food Service Program" and "Allowable Summer Food Service Program Expenses and Required Documentation" Handouts

Budget

- Estimate meals to be served for the summer for all sites
- Determine reimbursement rate (most will be higher/rural or urban self-prep)

Meals to Be Served x Reimbursement Rate = Total Amount of Expected Reimbursement

5,000 Meals x \$6.065 (lunch/supper) = \$31,037.50

- Plan for supplemental sponsor funds to cover additional costs not covered by SFSP reimbursement (can include in budget)
- Total Amount of Expected Reimbursement + Available Supplemental Sponsor Funds = **Total Expected SFSP Revenue**

Budget

- If it's not in the budget, it can't be paid for by SFSP funds

- Update budget as needed and submit to DEED

- Back-up documentation required with budget submission:
    - Allocation plans for utilities and rent
    - Rental agreements
    - Contracts
    - Equipment quotes, if over $5K

- Examples of back-up verified on review:
    - Timesheets – remember time spent on SFSP cannot be estimated, must be logged in real time
    - Food and supply receipts
    - Mileage logs with routes for mileage
        - See attachment 25 in Sponsor Admin Guide

Budget Resources:

796-4, Rev. 4 SFSP Financial Management Instructions:
http://www.eed.state.ak.us/tls/cnp/pdf/796-4_financial_management_sfsp.pdf

Budget

Audit Requirements

- If your agency receives over $750,000 in federal funding in total for all Programs operated during the year, a program specific audit is required.

- The online application will ask for this information if exceeding $750,000. You have 9 months past the end of your fiscal year to submit your audit.

Claims for Reimbursement

- Due no later than 60 days past the end of the claim month
  - Needs to be in **PENDING APPROVAL** by due date (see claim calendar—60 day deadline does not necessarily mean the last day of the 2nd month)

- Sponsors may consolidate claims if the program operates:
  - 10 days or less in the initial month of operation combined with the claim for the following month
  - 10 days or less in the final month combined with the claim from the previous month

Claims for Reimbursement

To justify claims for reimbursement, sponsors must maintain the following records:

- Daily meal counts
- Program operating costs
- Program administrative costs
- Any funds accruing to the program

Records must be kept 3 years plus the current year at the Sponsor level.

Procurement

- All purchases must be competitively procured. All state and local rules, if more restrictive, must be followed.
  - Purchases over $3,500 require quotes
  - Purchases over $150,000 require formal announcement and documentation
  - Procurement for Food Service Management Contracts require State agency approval, regardless of contract amount

Please see Uniform Grant Guidance 2 CFR 200 and SFSP Regulations 7 CFR 225

Trivia Break: Procurement

1. Purchases over $3,500 require:
   a. 2 or more quotes
   b. 3 quotes
   c. Depends on what you're buying
   d. All of the above

2. Purchases that require State Agency pre-approval:
   a. Food Service Management Company (FSMC) Contracts
   b. Equipment purchases using the non-profit food service account totaling $5,000 or more per unit
   c. When the approved budget needs revised for the purchase (additions of line items or amounts to budget)
   d. All of the above.

Trivia Break: Procurement

1. Micro-purchases must be:
    a. Distributed equitably
    b. $3,500 or less
    c. The most restrictive micro-purchase threshold applied (federal, state or local)
    d. All of the above

2. Procurement plans are required for:
    a. New Sponsors
    b. Sponsors making purchases over $150,000
    c. All sponsors
    d. Non-profits and churches

Training

Sponsors are required to annually attend State agency training and must train all administrative and site staff before they undertake their responsibilities.

Training (cont.)

- **Basic Training Requirements:**
  - Staff should receive notification of training
    - Date, time, location, and importance of training session
  - All staff trainings must be documented
    - Date, name of attendees, and topics discussed
  - Separate trainings for staffing groups
    - Administrative staff training
    - Monitor personnel training
    - Site staff training

Sites may not operate until site staff have been trained.

Administrative Staff Training

Administrative staff training should cover:
- Basic program information
- How the program will operate within the framework outlined in the SFSP 2017 Administrative Guide
- Specific duties of monitors

Monitors should attend both the Site and Administrative Trainings

Monitor Personnel Training

Sponsors should ensure:

- Monitors receive a copy of the 2017 Monitor's Guide

- Monitors should be present at both the site and administrative training

- For unaffiliated sites: Monitors are a **neutral third party**, unaffiliated to the site and site supervisor

Monitor personnel training should cover:

- Sites they are responsible for

- Conducting site visits/reviews

- Reporting procedures

- Follow-up procedures

- Food Safety and Sanitation

- Civil Rights

- Reporting of racial/ethnic data

Site Staff Training

Site staff training should cover:

- How the site will operate
- Recordkeeping requirements
- Point of service meal counts
- Meal Pattern requirements
- Menu
- Use of leftover food
- Civil Rights
- Monitors responsibilities

At least one trained site staff must be present during ALL meal services

Civil Rights

- Sponsors must train all staff in Civil Rights using either the EED recorded PowerPoint https://education.alaska.gov/TLS/CNP/presentations/crr_civil_rights_in_ak_cnp.pptx

- Or sending staff to the EED eLearning website to take it individually http://www.eed.state.ak.us/ELearning/

- Document civil rights training on staff training agenda or print certificate from eLearning webinar

Monitoring

Sponsors must ensure that the following minimum monitoring requirements are met:

- Pre-operational Visits
- First Week Site Visits
- Fourth Week Site Reviews
- Racial/Ethnic Data

Monitoring (cont.)

Site Visits and Reviews

- Pre-Operational Visit
  - Required for all new sites and problem sites before they begin operating.
  - State agencies have the option to waive the pre-operational site visit requirement for experienced SFSP sponsors, CACFP sponsors and SFAs participating in the NSLP or SBP and who are in good standing in these programs.

- First Week Visit
  - Required to visit all new and problem sites within the first week of operation

Monitoring (cont.)

- Fourth Week Review
  - Required to review all sites during the first four weeks of program operation
- Racial/Ethnic Data
  - Required to collect ethnic/racial data of participating children annually by each site (residential camps must collect data for each session of camp)
  - Best practice, complete with fourth week review*

Monitoring (cont.)

Reviewing Reports
- All questions should be answered completely
- Problems should be noted
- Include comments in the remarks section
- Ensure meal counts are taken appropriately
- Recommend corrective action, if any, and record follow-up on next review
- Recommend adjustments in meal orders to avoid excess meals
- Sign and date reports

Trivia Break: True or False?

A. Only monitors must have civil rights training.

B. First week site visits may be waived for returning sites.

C. The site supervisor can also be the monitor as long as they are not completing the meal counts.

D. The non-discrimination statement must be on all program publications that mention the food program.

Recordkeeping

Sponsors must maintain records for 3 years plus the current year.

Recordkeeping

Sponsors must maintain the following records:

- Permanent Agreement
- SFSP Application
- Daily meal counts
- Operating and Administrative Costs
- Claims for reimbursement
- Training
- Monitoring Reports
- Health & Safety Reports
- Procurement records

Checklist of Records (attachment 24)

2016 SFSP Administrative Manual

Administrative Reviews

Sponsors are reviewed in accordance with USDA Federal Review requirements.

Administrative Reviews

New sponsors will have two reviews during their first year
- Pre-approval review
- First year review

All sponsors will have a State Administrative Review at least every 3 years

USDA may conduct one or more Federal Reviews each summer

Administrative Reviews

- USDA requires all regulations to be enforced by State Agencies

- Recordkeeping at site and sponsor level must be maintained, accurate, and available at all times

- All sponsors are subject to unannounced and announced reviews
  - Sponsors should notify site staff that the State Agency may visit at any point throughout the summer

Administrative Reviews

- Training documentation
  - Agendas and sign-in sheets
- Complete & up to date monitor reports
  - Completed in prescribed time frame
  - Answers filled out completely
  - Follow-up on corrective action
- Accurate site eligibility & documentation
- Food Service
  - Meals served previously approved
  - Meal count forms for each site
  - Menus, recipes, production records
  - Meals meet meal pattern requirements

Administrative Reviews

- Non-Profit Food Service
  - Accurate accounting of program expenses
    - Labor, food & supply costs, utilities, income to the program, etc.
    - Assess allowability of costs
    - Costs should only be within those line items in the budget
- Claims
  - Verify one month's claim: meal counts and expenses
  - May prompt review of other months or previous years' claims

- Civil Rights
  - And Justice for All Posters
  - All staff receive Civil Rights Training
  - Civil Rights procedures in place
- Procurement
  - Procurement plan required

Administrative Reviews

Food Safety & Sanitation

1. CFPM on staff? Food workers have food worker's cards?

2. DEC Food Service Permit

3. Inspection reports

4. Staff policy regarding reporting illnesses/when they should be restricted from work

5. Proper hand washing and prevention of bare hand contact with ready-to-eat foods

6. Clean work surfaces, food service area

7. Thermometers – calibrate regularly

8. Proper food holding & storage temps

Program Violations

- Failure to maintain adequate site or sponsor records
- Failure to have a trained site supervisor at each site during meal service
- Failure to meet training or monitoring requirements
- Failure to count meals at point of service
- Meal count consolidation errors
- Children eating meals off-site
- Use of program funds for unallowable costs
- Noncompliance with civil rights laws and regulations

Corrective Action

Any non-compliance of USDA regulations or policies may result in:

- Disallowed meals
- Denied claims
- Number of sites limitation
- Return of funds to the State Agency
- Serious deficiency determination
- Termination from the program

Corrective Action

- When the State Agency finds violations during a review, it will require the sponsor to correct the problems found.

- The State Agency will initiate a follow-up system to ensure that sponsors take the specific action for correcting violations.

- Appeal Rights & Procedures

- Appealable actions include:
    - Denial of request for advance payment
    - Denial of sponsor's claim for reimbursement
    - Termination of a sponsor's (or site's) participation in SFSP
    - Denial of a sponsor's application

2016 Review Trends
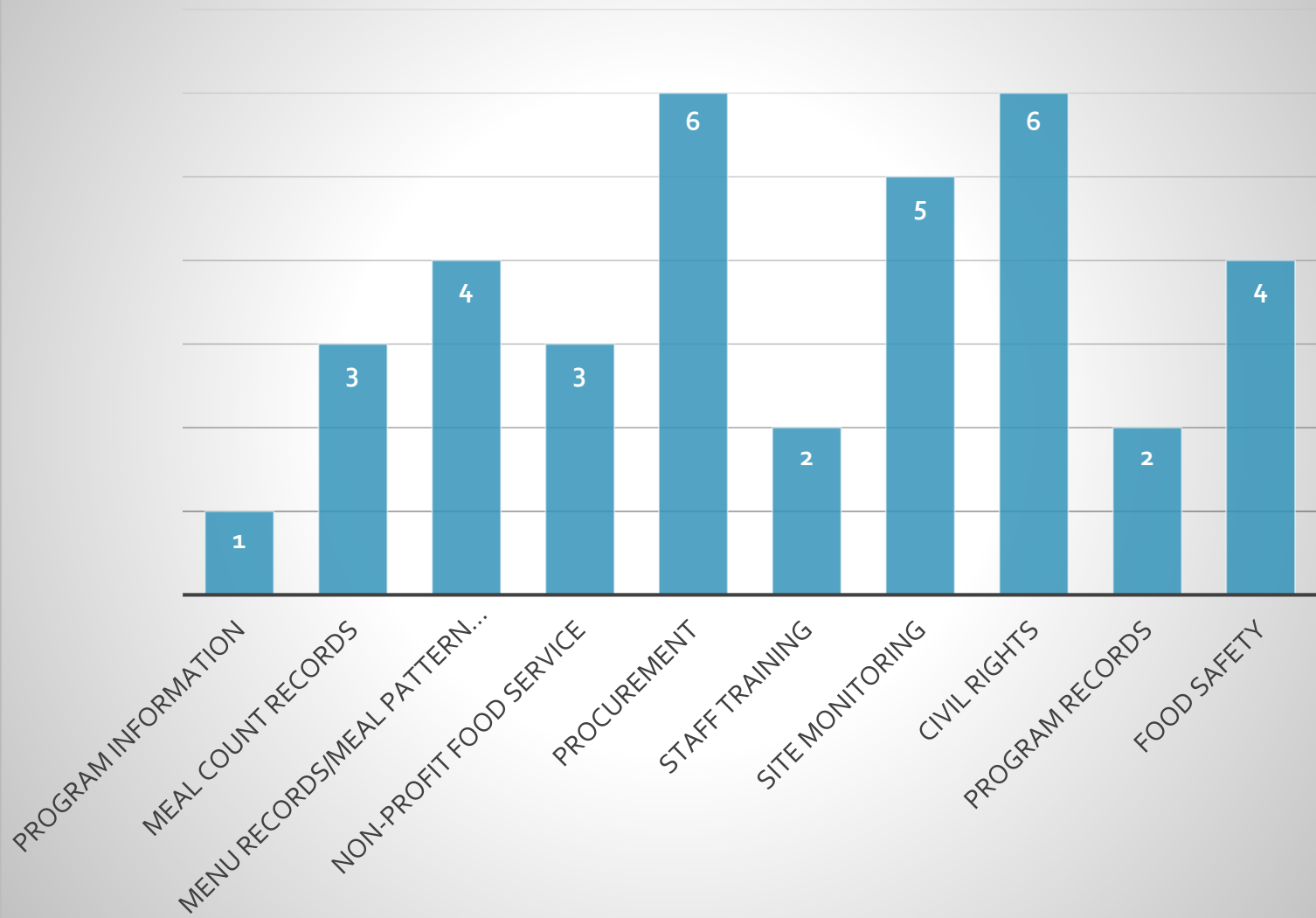
Meal Service
Sponsor Training 2017

Menus and Meal Pattern Requirements

- Meal Pattern Requirements
- Meal Components
- Cycle Menus vs. Production Records
- Recipes
- Combination Foods
- CN Labels
- Special Needs

Simplified Summer Meal Pattern

Food Component	Breakfast (Select foods from all three required components)	Lunch or Supper (Select foods from all 4 of the required components)	Snack (Select 2 of the 4 components)
Milk	1 cup (8 fl oz)	1 cup (8 fl oz)	1 cup (8 fl oz)
Vegetables and/or Fruits	½ cup	¾ cup (must offer two items)	¾ cup
Grains and Breads			
Bread	1 slice	1 slice	1 slice
Roll, muffins, etc.	1 serving	1 serving	1 serving
Cold, dry cereal	¾ cup or 1 oz	¾ cup or 1 oz	¾ cup or 1 oz
Cooked pasta	½ cup	½ cup	½ cup
Cooked Cereal	½ cup	½ cup	½ cup
Meat/Meat Alternate	(Not required)		
Meat/Poultry/Fish	1 oz	2 oz	1 oz
Cheese	1 oz	2 oz	1 oz
Eggs	½ large egg	1 large egg	½ large egg
Alternate Protein	1 oz	2 oz	1 oz
Cooked dry beans or peas	¼ cup	½ cup	¼ cup
Peanut / Nut Butters	2 Tbsp	4 Tbsp	2 Tbsp
Nuts/Seeds	1 oz	1 oz (50% of serving)	1 oz
Yogurt	½ cup	1 cup	½ cup

Milk

Food Component	Breakfast (Select foods from all three required components)	Lunch or Supper (Select foods from all 4 of the required components)	Snack (Select 2 of the 4 components)
Fluid Milk	1 cup (8 fl oz)	1 cup (8 fl oz)	1 cup (8 fl oz)

- **Required at breakfast and lunch/supper**
- **May be one of the 2 components chosen at snack**
- **Allowable milk options:**
  - Unflavored or Flavored
  - Fat-free, Low-fat, Reduced-fat, whole
  - Lactose-reduced or lactose-free
  - Acidophilus

Milk Substitutions

Nutrient	Milk Substitute Nutrition Standards	Unit	RDI	% Daily Value 2,000 kcal/day
Calcium	276	Mg	1000 mg	27.6%
Protein	8	G	50 g	16%
Vitamin A	500	IU	5000 IU	10%
Vitamin D	100	IU	400 IU	25%
Magnesium	24	Mg	400 mg	6%
Phosphorus	222	Mg	1000 mg	22.2%
Potassium	349	Mg	3500 mg	10%
Riboflavin	.44	Mg	1.7 mg	25.9%
Vitamin B12	1.1	Mcg	6 mcg	18.3%

Pacific Ultra Soy Milk, **8th Continent** Soy Milk, or **Pearl Smart** Soy Milk, **Kirkland signature Organic Soymilk Plain,** and **Great Value Original Soymilk, Sunrich Naturals Original & Vanilla Soymilk**

Fruits & Vegetables

Food Component	**Breakfast** (Select foods from all three required components)	**Lunch or Supper** (Select foods from all 4 of the required components)	**Snack** (Select 2 of the 4 components)
Vegetables/Fruits	**½ cup**	**¾ cup**	**¾ cup**

- Required at breakfast and lunch/supper
- Must be **two** or more kinds at lunch/supper
- Must be two items at lunch/supper = ¾ cup
- May be one of the 2 components at snack
- Minimum creditable serving = ⅛c
- 100% fruit/vegetable juice is required

Grains and Breads

Food Component	Breakfast (Select foods from all three required components)	Lunch or Supper (Select foods from all 4 of the required components)	Snack (Select 2 of the 4 components)
Grains and Breads Bread Roll, muffins, etc. Cold, dry cereal Cooked pasta Cooked Cereal	**1 slice** **1 serving** **¾ cup or 1 oz** **½ cup** **½ cup**	**1 slice** **1 serving** **¾ cup or 1 oz** **½ cup** **½ cup**	**1 slice** **1 serving** **¾ cup or 1 oz** **½ cup** **½ cup**

- Required at breakfast and lunch/supper
- May be one of the 2 components snack

Meat/Meat Alternates

Food Component	Breakfast (Select foods from all three required components)	Lunch or Supper (Select foods from all 4 of the required components)	Snack (Select 2 of the 4 components)
Meat/Meat Alternate	**(Not Required)**		
Meat/Poultry/Fish	1 oz	**2 oz**	**1 oz**
Cheese	1 oz	**2 oz**	**1 oz**
Eggs	½ large egg	**1 large egg**	**½ large egg**
Alternate Protein	1 oz	**2 oz**	**1 oz**
Cooked dry beans or peas	¼ cup	**½ cup**	**¼ cup**
Peanut / Nut Butters	2 Tbsp	**4 Tbsp**	**2 Tbsp**
Nuts/Seeds	1 oz	**1oz** (50% of serving)	**1 oz**
Yogurt	½ cup	**1 cup**	**½ cup**

- Optional at breakfast
- Required at lunch/supper
- May be one of the 2 components at snack

Creditable/Non-Creditable Foods

Common findings on menus:
- Bacon or turkey bacon
- Not enough of component
  - Granola bars
  - Combination foods such as soups
  - Gogurt
  - Peanut butter
- No recipes on file or production records

Best practice: submit menus with application for State Agency review

Menu Planning

Cycle Menus vs. Production Records

- Cycle menus or production records required to show what was served

- Cycle Menus
  - Recommend at least 1 week for breakfast and 2 weeks for lunch
  - Note if homemade or USDA recipe next to menu item with HM or USDA Recipe #, such as "Ground Beef with Macaroni D-22"

- Production records
  - Guides your production of planned meals
  - Provides a record of what you actually prepared
  - Use Food Buying Guide (FBG) and FBG Calculator for planning/purchasing amounts

Recipes –Standardized vs. Homemade

- Standardized recipes already analyzed, show amount of each component creditable
  - Consistent food quality & predictable yield
  - Cost control (labor and food)
  - Inventory control
  - Examples of standardized recipes:
    - Make it Local – Recipes for Alaska's Children
    - USDA recipes for schools
- Homemade recipes must have be analyzed and documented in files
  - Use a recipe analysis worksheet
  - Food Buying Guide Calculator

Standardized Recipes

USDA Recipes for Schools:
http://www.nfsmi.org/Templates/TemplateDefault.aspx?qs=cElEPTEwMiZpco1ncj1ocnVl

New! Make it Local: Recipes for Alaska's Children:
https://education.alaska.gov/TLS/CNP/cookbook/Make_It_Local.pdf

Alliance for a Healthier Generation, Smart Food Planner:
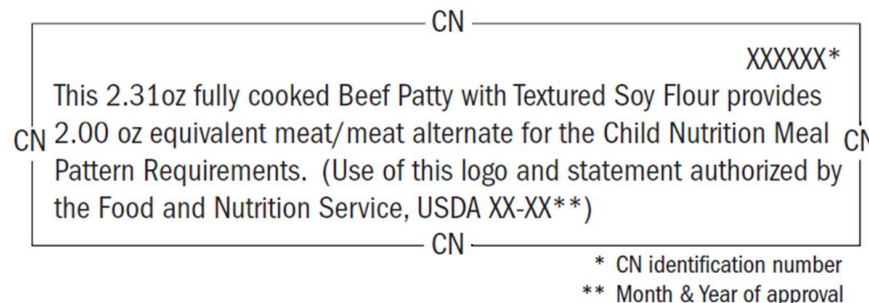https://foodplanner.healthiergeneration.org/

Combination Foods

- Foods that have more than one ingredient are considered combination foods
- May be commercially made or homemade
  - Commercial—needs CN label or manufacturer's analysis
  - Homemade—need recipe
- For lunch/supper: combination foods should only have two meal components that will be claimed
- Carefully examine recipes, homemade and standardized to ensure full creditable amount
  - Example: USDA Chicken & Rice Soup H-02A only has ½ oz equivalent meat/meat alternate and ½ serving grains bread in 1 cup serving

CN Labels

- Provides information on how a product contributes to the meal pattern requirements

- If you purchase a product that does not have a CN label, you must obtain the Product Formulation Sheet (Manufacturer's Analysis)

- CN labels are only available for items that include a meat/meat alternate component

A sample CN logo:

```
┌──────────────── CN ────────────────┐
│                                XXXXXX*  │
│    This 2.31oz fully cooked Beef Patty with Textured Soy Flour provides │
│ CN 2.00 oz equivalent meat/meat alternate for the Child Nutrition Meal CN │
│    Pattern Requirements. (Use of this logo and statement authorized by │
│    the Food and Nutrition Service, USDA XX-XX**)  │
└──────────────── CN ────────────────┘
                              *  CN identification number
                              ** Month & Year of approval
```

Special Needs in Child Nutrition

Children with Food Related Disabilities:

If a child falls into definition of a person with a disability

Must have medical statement on file w/substitution from physician and required to substitute.

- Site does not have a choice about accommodating – they must provide substitution
- Substitution may be outside the same component group (follow the medical statement)
  - Only for disability NOT allergy or intolerance
- Meals are reimbursable as long as suggested substitute is offered

Special Needs in Child Nutrition

Children with other medical or special dietary needs:

MUST have medical statement on file and has the option to substitute.

- If site substitutes within the same component group then the meal is claimable.
- If parent brings in the substitute ITEM within the same component group, then the site can claim the meal. If the child is allergic to many items on the menu, the parent can sub more than one item (within the same component groups), but the site MUST serve at least one item in order to claim the meal.
- In order to claim the meal the child must be served all components to meet the SFSP meal pattern.

Special Needs in Child Nutrition – Non-Dairy Milk Substitutes

Children who cannot consume fluid milk due to a medical or special dietary need:

MUST have medical statement on file and has the option to substitute.

- Sites may offer non-dairy milk substitutes
- Site may claim for reimbursement as long as non-dairy beverage served in lieu of fluid milk must be nutritionally equivalent to USDA milk requirements

Trivia Break:
In order to count as a complete meal, breakfast must contain:

A. 8 oz. of milk, ½ cup of vegetable or fruit and one serving of meat/meat alternate.

B. 8 oz. of milk, ½ of vegetable or fruit and one serving of grain or bread.

C. 8 oz. of milk, 3/4 serving of vegetable or fruit and one serving of grain.

Trivia Break:
Which instance would *require* program to provide food substitution?

1. Parent says child can only eat organic

2. Medical form signed by M.D. stating child is lactose intolerant

3. Parent states religious preference does not allow child to eat pork

4. Medical form signed by M.D. stating child has a food-related disability

Trivia Break: Meal Components

Which item does not count as a grain/bread?

1. Corn chips
2. Wheat bread
3. Potatoes
4. Rice

Which item does not count as a milk?

1. Chocolate milk
2. Yogurt
3. Milk in a smoothie
4. Fat free milk

SFSP Program Operations

- Commodities
- Types of Meal Service
- Congregate Feeding
- Point of Service/Daily Meal Counts
- Non Reimbursable Meals
- Adult Meals
- Leftover Meals
- Incorporating Local Foods
- Grant Opportunities
- Resources

Commodities

SFSP Sponsors eligible to receive USDA Foods (donated commodities) are:

- Sponsors preparing meals onsite or at a central kitchen;

- Sponsors purchasing meals from an SFA that participates in the NSLP;

- And SFA Sponsors that procure their SFSP meals from the same FSMC that competitively provided their NSLP and/or SBP meals.

Please contact the State Agency if you're interested in the Commodity Program

Types of Meal Service

For Camps and Enrolled Sites ONLY

Family Style Meal Service

- Requires that all components must be offered so that a child can take a full portion of each, although they are not required to do so.
- Some amount of each food component must be placed on a child's plate.
- Extended to enrolled sites in 2015 (SFSP05-2015 v.2) - NEW

Cafeteria Style Meal Service

- Requires that a complete meal with the correct portion sizes be received by the child.

Types of Meal Service

Offer Versus Serve

- Breakfast: 4 different items offered, child may decline 1 food item offered at breakfast
- Lunch/Supper: 5 different items offered, child may decline up to 2 of the food items offered at lunch or supper
- OVS is not available for snacks

Other Types of Meal Service

- Pre-plated or pre-packaged
  - All meals must have all the required meal components in order to claim for reimbursement.
- Family Style Meal Service – camps & enrolled sites only

Congregate Feeding

Congregate feeding is a requirement for SFSP

Children must eat on-site to claim their meals for reimbursement

Demonstration Project for Non-Congregate Feeding: SFSP 08-2015

- Sponsors can request waiver for extenuating circumstances
- Excessive heat, weather challenges
- Submit to FNS 60 calendar days before service

of Meals & Meal Pattern

- Open, Restricted Open and Enrolled Sites
  - Sites may serve up to 2 meals or 1 meal and 1 snack per day in any combination except lunch and supper

- Camps, Alaska Native and Migrant Sites
  - Sites may serve up to 3 meals per day in any combination of breakfast, lunch, snack, supper

- School Food Authorities (sponsors and vendors)
  - May use the SFSP meal pattern or NSLP meal pattern
  - SSOs must follow NSLP meal pattern & OVS requirements
  - If operating NSLP (summer school only), required to use NSLP meal pattern including NSLP OVS requirements

Meal Service Times

- Meal service times are required and should be reasonable

- Meals must be served within the approved meal service times in order to be claimed for reimbursement

- Meals/Snacks may be served and claimed on weekends

- Delivered meals should arrive no more than 1 hour prior to meal service and stored adequately at proper temperatures

- Meal time changes must be approved by the State Agency

Daily Meal Counts

Meal counts must be taken daily at the Point of Service (POS)

- Monthly/Weekly consolidate meal counts (attachments 18 [camps], 19, 20 & 21)
- Establish a double check system to verify meal counts
- Can claim up to 2% of 2nd meals served to children

Daily Meal Count Form

DAILY MEAL COUNT FORM

Site Name:	Meal Type (circle) : B L SN SU
Address:	Telephone:
Supervisor's Name:	Delivery Time:	Day: S M T W Th F S Date:

1. Meals received/prepared _____ + Meals available from previous day _____ = _____ Total meals available

2. First Meals Served to Children (cross off number as each child receives a meal):

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20
21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40
41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60
61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80
81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120
121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140
141 142 143 144 145 146 147 148 149 150   **Total First Meals** _____

3. Second meals served to children (NA Camps/Seamless):
1 2 3 4 5 6 7 8 9 10   **Total Second Meals** _____

4. Meals served to Program adults:
1 2 3 4 5 6 7 8 9 10   **Total Program Adult Meals** _____

5. Meals served to non-Program adults:
1 2 3 4 5 6 7 8 9 10   **Total non-Program Adult Meals** _____

6.   **TOTAL MEALS SERVED =** _____

7.   Total damaged/incomplete (SFSP/non-reimbursable meals(Seamless) (Line 1-Line 6 & 7) _____

8.   **Total leftover meals** _____

9.   Total of items 6, 7 and 8: _____
                   (Total of Item should be equal Total Meals Available)

10. Number of additional children requesting a meal after all available meals were served:
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

By signing below, I certify that the above information is true and accurate:

_____
    Signature   Date

- Each meal count sheet must be signed and dated by the site supervisor
- Sponsors must have documented meal count training for site staff and supervisors

Non-reimbursable Meals

- A la carte items
- Meals served outside regular meal service hours
- Meals consumed off-site
- Meals served to:
  - Program Staff*
  - Non-Program Staff*
  - Parents*

- Unacceptable meal count systems:
  - Attendance counts
  - Number of plates, trays or boxes used after meal service
  - Number of meals prepared or delivered

*These meals must be counted in a separate section and they *cannot* be claimed for reimbursement

Leftover Meals or Components

Sponsors may use the following to help minimize the amount of food waste:

- Monitor site reports and adjust meal preparation
- Limit number of second meals served as a unit
- Transfer extra meals from a site with too many to a site with a shortage
- Designate a "sharing table"
- Store complete meals and nonperishable components (must follow food safety), for next day service
- Donate excess food to homeless shelters, food pantries or other nonprofit organizations
- **Send food home with children – SFSP 05-2016**

Taking Food Off-Site

SFSP08-2014: Grain components can be taken off site in addition to fruit or vegetable components; also known as "Traveling Apple Policy"

- All sponsors now have the option to allow a **single item** of fruit, vegetable, or grain to be taken offsite for later consumption
  - Examples include: banana, apple, wrapped sandwich, etc.
- The food item taken offsite must be from the child's own meal or left on a "share table' by another child who did not want it

Adult Meals

Adult meals are not an allowable cost <u>unless</u>

- Program adults: meals may be served free to those adults working <u>directly</u> with the meal service at the site.
- Non-program adults: do not work in any direct way with the meal service at the site. Sponsor or adult <u>must pay the full cost of the meal</u> (i.e. parents, teachers, community members, etc.)

<u>See USDA Handout "Serving Adults: What You Need to Know"</u>

Trivia Break: True or False?

A. Meal counts should represent ALL meals consumed at the site, even those that are not served to children.

B. Attendance sheets or # of plates served can be used as meal count.

C. SSOs can use the SFSP meal pattern as long as the site is open

D. All meals must be consumed at the site, regardless of site type.

Local Foods
SFSP 07-2016 Local Foods and Related Activities

Alaska Grown Source Book:
- Webpage and book to find growers, farmer's markets to buy local foods

Alaska Seafood Purchasing Guide for Schools
- https://seagrant.uaf.edu /bookstore/pubs/MAB-66.html

USDA Farm to Summer
- Resources & tools dedicated to Farm to Summer: http://www.fns.usda.gov/far mtoschool/farm-summer

"Make it Local" Cookbook
- Recipes for Alaska's Children
- Recipe analysis and component creditability build in

Local Procurement
- USDA Webinar Series
- USDA Guide: Local Procurement in Child Nutrition Programs
- Gardening & Nutrition Education allowable expenses
- FRAC guide "Fresh from the Farm"

Grant Opportunities

- United Fresh Community Grants Program

http://www.unitedfreshstart.org/what-we- do/community-grants-program/

- Fruit & Veggie Grants for Schools:

http://www.chefannfoundation.org/programs-and-grants/project-produce/

- Share Our Strength:

http://bestpractices.nokidhungry.org/child-nutrition-program-grant-opportunities

Other CNPs Available to Sponsors

- Special Milk Program

  - Sponsors may elect to operate the SFSP at some of their sites while operating the SMP at other sites

  - A single site cannot participate in both for the same meal

  - Reimbursed for milk served at average cost in your area

- CACFP At-Risk Afterschool Meals

  - SFSP Sponsors are ideal candidates for administering At-Risk programs at sites that are "area eligible" using 50% or greater F/R data

  - Reimbursed at the free rate for each meal/snack served outside school hours

2017 SFSP Policy Memos

- **SFSP02-2017** Q&A: Purchasing Goods and Services Using Cooperative Agreements, Agents, and Third-Party Services

- **SFSP03-2017** Area Eligibility in Child Nutrition Programs

- **SFSP04-2017** Automatic Revocation of Tax-Exempt Status– Revised

- **SFSP05-2017** Summer Food Service Program Questions and Answers

- **SFSP06-2017** Meal Service Requirements in the Summer Meal Programs, with Questions and Answers – Revised

- **SFSP 07-2017** Demonstration Project for Non-Congregate Feeding for Outdoor Summer Meal Sites Experiencing Excessive Heat with Q & As

- **SFSP 08-2017** Child Nutrition Program Waiver Request Guidance and Protocol

2017 USDA Fall Policy Release Webinar:
https://www.youtube.com/watch?v=D92sKhHGzeo&feature=youtu.be

Resources

Spend some time on our websites:

Child Nutrition Programs

http://www.education.alaska.gov/tls/cnp/

Alaska Summer Food Service Program

http://www.eed.state.ak.us/tls/cnp/sfsp.html

Information available about:

Food Safety

Forms & Templates

Procurement

Nutrition Resources

Traditional Foods

Training Materials

USDA Links

and much more…

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